

GENERAL CLERK GC4

Public notice is hereby given by Parma Civil Service Commission of an open competitive exam for the position of General Clerk GC4 for Parma City School District.

FILING OF APPLICATION

Application must be made on the regular application form obtainable at the office of the Civil Service Commission, 6611 Ridge Road, Parma, Ohio (lower level, Parma City Hall). Application must be properly completed and returned by 4:30 p.m., Tuesday, May 10. **There is a \$15 non-refundable fee to take the written exam. Fee is due upon filing application (payable in cash or money order written to the City of Parma – NO PERSONAL CHECK). Fee will be waived with proof of financial hardship.**

EXAMINATION

TIME: 5 p.m., Wednesday, May 11

PLACE: Parma Memorial Hall, 6617 Ridge Road, Parma, Ohio 44129 (red brick building)

TYPE OF Multiple-choice written exam relating to clerical skills and interpersonal relations, etc. A passing point of 70 percent will be used.

Also, a performance typing exam will be given on a computer. The typing exam is strictly pass/fail and will be at **5 p.m., Thursday, May 26** at Parma Senior High School, A105 Computer Lab.

Applicant must pass both the written and performance typing exams to be placed on the eligible list for General Clerk GC4.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO EXAMINATION

EXPERIENCE: Any combination of 4 years' experience general office work and ability to type 35 wpm. Possess working knowledge of Microsoft Word, Access and Excel.

CITIZENSHIP: Must be U.S. citizen or be in the United States legally.

SECURITY: Job offer conditional upon passing Bureau of Criminal Investigation background check.

SALARY: \$24,617, after completion of 75 working days probation \$25,356

VETERANS on entrance exams who present certificate of service or honorable discharge papers when filing their applications shall receive 20 percent of their score additional, provided they earn a passing score.

According to O.A.P.S.E. contract Article 6.5, Parma School Board present employees who pass Civil Service tests shall be placed on a Preferred Eligible List for the tests for which they passed.

Reasonable accommodation is available to all applicants. Applicants with disabilities who need to be accommodated should contact the Civil Service Commission Office.

By order of the Parma Civil Service Commission

Timothy Boyko, Chairman

Daniel Hoffman

An Equal Opportunity Employer